

2016-2017 WLHS ATTENDANCE PROCEDURES

NOTICE: Wilde Lake High School is changing our attendance procedures for the 2016-2017 school year.

All notifications regarding attendance are to be made ***IN WRITING***. This is especially important for students in need of Early Dismissal as ***we will no longer be accepting requests for Early Dismissals via telephone.***

Please follow the instructions below to avoid any issues with your student's attendance.

EARLY DISMISSALS:

We will no longer be accepting requests for Early Dismissals via Telephone.

Upon arrival to school, students should provide the Attendance Secretary a Note which includes the following:

- *Student name
- *Date of dismissal
- *Time of dismissal
- *Reason for dismissal
- *Name of parent/guardian authorizing the dismissal
- *Phone number of parent/guardian authorizing the dismissal

If the parent/guardian was unavailable to provide a physical Note to the child, they may send a Note via email to wlhsattendance@hcpss.org which includes the above stated information. The emailed Note must come from the email address of record for the parent/guardian. Emailed Notes from other email addresses will not be accepted.

LATE ARRIVALS:

Upon arrival to school, students should provide the Attendance Secretary a Note which includes the following:

- *Student name
- *Date of the tardy
- *Reason for the tardy

If the parent/guardian is unavailable to provide a physical Note to the child, they may send a Note via email to wlhsattendance@hcpss.org which includes the above stated information. The emailed Note must come from the email address of record for the parent/guardian. Emailed Notes from other email addresses will not be accepted. All Notes must be received within 2 business days of the date of the tardy.

ABSENCES:

Students should provide their 1st Period Teacher or the Attendance Secretary with a Note which includes the following:

- *Student name
- *Date(s) of the absence
- *Reason for the absence

If the parent/guardian is unavailable to provide a physical Note to the child, they may send a Note via email to wlhsattendance@hcpss.org which includes the above stated information. The emailed Note must come from the email address of record for the parent/guardian. Emailed Notes from other email addresses will not be accepted. All Notes must be received within 2 business days of the date of the absence.